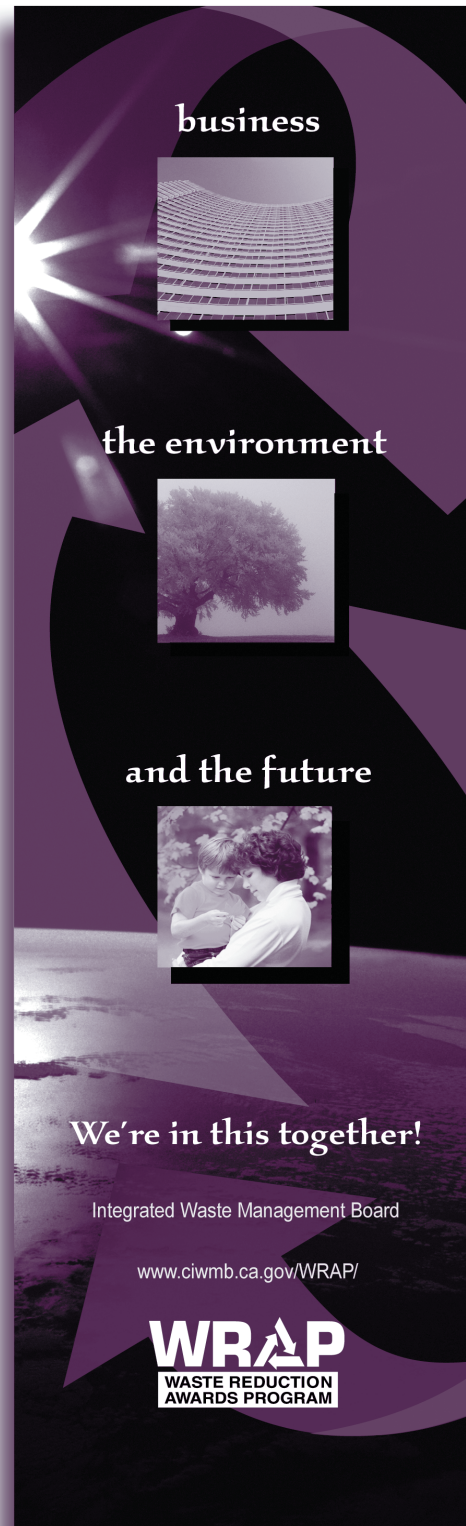


Waste  
Reduction  
Awards  
Program



**WRAP**



business

the environment

and the future

We're in this together!

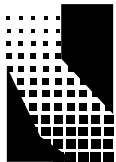
Integrated Waste Management Board

[www.ciwmb.ca.gov/WRAP/](http://www.ciwmb.ca.gov/WRAP/)

**WRAP**  
WASTE REDUCTION  
AWARDS PROGRAM

2003

A p p l i c a t i o n



## California Integrated Waste Management Board

Linda Moulton-Patterson, Chair  
1001 I Street • Sacramento, California 95814 • (916) 341-6000  
Mailing Address: P.O. Box 4025, Sacramento, CA 95812-4025  
[www.ciwmb.ca.gov](http://www.ciwmb.ca.gov)

*Winston H. Hickox*  
Secretary, California Environmental  
Protection Agency



*Gray Davis*  
Governor

Welcome to WRAP 2003!

I am delighted to announce the 11th cycle of the Waste Reduction Awards Program (WRAP), sponsored by the California Integrated Waste Management Board, and to encourage all resource-efficient businesses in the state to complete the application.

Since WRAP's inception in 1992, the Board has issued more than 8,700 WRAP awards, many to multi-year winners. The innovative, resource-efficient practices of WRAP winning businesses have greatly assisted California in averaging 48 percent diversion statewide. In a state that generates 68 million tons of waste annually, this accomplishment represents a tremendous amount of material that was not needlessly wasted.

The economic trials facing our state are daunting. With both state and local governments struggling to maintain services, and businesses striving to regain a robust footing, people cannot be faulted for questioning the value and importance of waste reduction and recycling efforts. My response could not be more emphatic; we need these efforts more than ever. As reported in recent studies—one by the University of California and another by environmental engineering consultant R.W. Beck—recycling provides twice the economic benefits to our communities compared to simple disposal. These benefits include jobs, commerce, and tax revenue.

While diverting 48 percent of 68 million tons annually is a remarkable achievement, the next challenge—the real challenge facing any vision of a sustainable California—is the remaining waste. In alignment with its 2001 Strategic Plan, our Board is committed to assisting the business community find economic opportunities in this challenge. Our goals range from increasing conservation and product stewardship to expanding sustainable markets and public education; from regulating facilities and ensuring environmental justice, to promoting a zero-waste California. With the ongoing efforts of businesses participating in WRAP, California will continue to make progress toward its goal of a zero-waste Golden State.

As the WRAP program continually strives for improvement, this year we are excited to offer two electronic versions of the application through the WRAP Web site. Unlike the previous hard-copy version of the application, applicants are now able to provide as much detail as necessary when answering the questions, without space constraints, and submit only as many pages as needed.

To complement the efforts of our dedicated staff, a Resource Guide is also available on the WRAP Web site, to provide applicants with additional guidance in completing the application. The continuous growth of the WRAP program necessitates a reminder that all deadlines will be enforced, and follow up after June 30th, 2003, is not possible.

On behalf of my fellow Board Members and the Waste Reduction Awards Program, I wish to congratulate you on your organization's efforts to increase resource conservation, create and expand sustainable markets, and move towards a zero-waste California. We look forward to receiving your WRAP 2003 application and greatly appreciate your participation!

Sincerely,

Linda Moulton-Patterson, Chair  
California Integrated Waste Management Board

California Environmental Protection Agency

*Printed on Recycled Paper*

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, Flex Your Power and visit [www.consumerenergycenter.org/flex/index.html](http://www.consumerenergycenter.org/flex/index.html).

## Directions and Guidance for WRAP 2003

Many changes have been made to the 2003 WRAP application. Please be sure to read ALL the instructions before completing the application. Additional guidance and suggestions on how to respond are available through the WRAP Web site at [www.ciwmb.ca.gov/WRAP/](http://www.ciwmb.ca.gov/WRAP/).

### Eligibility

- Only businesses and private nonprofit organizations with California facilities are eligible to apply. Previous applicants and winners are encouraged to apply.
- Local, State, and federal government entities—for example, city and county agencies, public schools, State universities, military establishments, etc.—may not apply.
- Applicants may be determined ineligible if not in compliance with solid waste regulations that are applicable to their organization.

### Required Elements

As part of a complete application:

- Applicants **MUST** submit a written **Environmental Policy** for their organization (**Refer to Question #1 on page 5**). If necessary, please refer to the Resource Guide on the WRAP Web site for guidance on “How to Write an Environmental Policy.”
- Applicants **MUST** provide a **Media Profile** (**Refer to Question #30 on page 8**).
- Applications **MUST** be signed by an authorized representative of the applying organization (**Refer to page 4 tear-off sheet**). If a consultant prepares the application, the consultant must also identify himself or herself and sign the application as the “preparer.”

### Waste Reduction Information

Answers to application questions must apply to the management of non-hazardous solid waste and must relate to waste that your organization generates. We will not award credit for answers that relate to reducing waste generated by others, such as a waste hauler operating a curbside recycling program. However, organizations that recycle or reduce waste generated by others are eligible to apply, but only for their efforts to reduce their own waste.

Questions that do not apply to your organization must be answered with an explanation of why the particular question is not applicable. Questions marked with this symbol **i** are for information-gathering purposes only and will not contribute to an applicant’s score; however, they still **MUST** be answered or points will be deducted.

### WRAP Application Categories

Applicants may **apply in one of two** categories:

1. Individual location: Application will include the waste reduction practices occurring at **one** facility location.
2. Multiple locations: Application will include waste reduction practices occurring at **multiple** facility locations. Waste reduction practices must be consistent at all facilities **OR** each facility must submit location-specific information. **Physical location and contact information for each facility is required.**

### Minimum Qualifying Score

Applicants must score 75 percent or greater to receive WRAP recognition. **Answer all questions unless directed otherwise.** Questions left blank will result in a lower score; however, applicants will not be penalized for questions that do not apply to their organization as long as the applicant provides an explanation as to why the question does not apply.

### Deadline

Completed applications **MUST be postmarked on or before June 30, 2003**. Late applications will not be accepted. While first-class mail is generally reliable, applicants may wish to utilize certified mail with a return receipt requested (or a similar tracking feature) to ensure that the application is submitted.

### Additional Guidance

For answers to common questions or to receive additional information and guidance, please consult the WRAP Resource Guide that is available through the WRAP Web site at [www.ciwmb.ca.gov/WRAP/](http://www.ciwmb.ca.gov/WRAP/). You may also contact the WRAP Program Coordinator, Piper L. Miguelgorry, via an e-mail message to [WRAP@ciwmb.ca.gov](mailto:WRAP@ciwmb.ca.gov) or at (916) 341-6604.

## How to Complete the Application

This year for the first time, the WRAP program requires applicants to respond to questions using sheets of paper **separate** from the original application (EXCEPT for the Application Package Cover Sheet provided herein). This is due to the more descriptive nature of the questions asked and responses expected, and we wish to provide as much flexibility to applicants to answer questions completely without regard to space limitations. We also ask that applicants take advantage of word processing capabilities and please submit legible applications.

To complete the 2003 WRAP application, please complete both sides of the Application Package Cover Sheet (**pages 3 and 4**) directly onto the pages provided. These pages will be the *only* document from this original application to accompany your organization's response documents. ***Print your organization name clearly under the contact information section exactly as you wish it to appear on your winner certificate.***

All subsequent numbered questions in this application should be answered using separate pages (not necessarily one page per question). Please clearly number (and letter where appropriate) every response so that answers are clear to our reviewers. Once you have completely responded to **all** questions, detach the Application Package Cover Sheet (**pages 3 and 4**) from this application, attach it to your response documents, and submit the application **before the June 30, 2003 deadline.**

**Send the complete application package between April 1 and June 30, 2003, to:**

Waste Reduction Awards Program (WRAP)  
California Integrated Waste Management Board  
P.O. Box 71  
Sacramento, CA 95812-0071

## Complete the Entire Application!

Be sure to respond to all questions unless directed otherwise. If you believe a question does not apply to your organization, please use a concise, yet thorough, explanation to describe why it is not applicable. Some questions ask for additional information or documents to be attached to the response package. Please securely attach additional pages as necessary, number them, and clearly write your organization name at the top of the documentation. Sign and certify your application on the back side of the Application Package Cover Sheet (**page 4**). Keep a photocopy of your responses for your records.

### Confused About A Concept? Want Guidance Or Formatting Tips?

Please visit the WRAP Application Resource Guide on the WRAP Web site at [www.ciwmb.ca.gov/WRAP/](http://www.ciwmb.ca.gov/WRAP/) for more information about waste reduction in general and suggestions on completing this application in particular.

### Isn't This About Waste Reduction? Why Are We Still Using Paper?

We regret that the WRAP program is unable to provide a paperless application process at this time. The desire to eliminate the use of paper and rely solely on an electronic format or Web-based submission must be balanced with the importance of a physical document for processing, scoring, and future referral. We recognize that many WRAP participants have the electronic capability to securely and confidently transmit documents to the program; however, many do not.

We look forward to the continued refinement and adoption of information technologies that will allow the WRAP program to transition to a fiber-free application cycle. In the meantime, we hope that all participants make the best of the paper use requirements by using high postconsumer-content recycled paper and fully using both sides of the page.

**REMEMBER: Completely respond to all questions. If you believe a question does NOT apply to your organization, you must provide an explanation as to why it is not applicable.**

# Application Package Cover Sheet (Detach and Complete Both Sides)

## Contact Information

Please provide the following information:

Organization Name (Please print or type **EXACTLY as you would like it to appear on your WRAP 2003 Award Certificate**) \_\_\_\_\_

If your organization has previously applied for a WRAP award under a **different** organization name, please specify the **previous** organization name, also: \_\_\_\_\_

Organization Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Physical Address (IF DIFFERENT from mailing address) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Ms. Mrs. Mr. Contact Name (Person responsible and knowledgeable for information in this application) \_\_\_\_\_

Title \_\_\_\_\_

(Area Code) Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail Address \_\_\_\_\_

Web site (URL Address) \_\_\_\_\_

**Number of full-time equivalent employees, volunteers, etc. within the organization:** \_\_\_\_\_

**Are you a previous WRAP winner? If so, what year(s)?** Yes \_\_\_\_\_ (year) No \_\_\_\_\_

**Please indicate if this WRAP application is for an individual location or for multiple locations.**

(Refer to the directions on **page 1** of the WRAP Application Categories for further guidance.)

\_\_\_ Individual location.

\_\_\_ Multiple locations. (If applying for multiple locations, attach a list of **EACH** individual location including a complete physical address, the primary contact person, and telephone number for that location. Also, explain any location-specific waste reduction practices.)

**How did you learn about WRAP? Please select the one choice that is most applicable.**

Chamber of Commerce (Please identify) \_\_\_\_\_

Consultant/Waste Auditor (Please identify) \_\_\_\_\_

Internet (Please identify) \_\_\_\_\_

Local Government (Please identify) \_\_\_\_\_

Newspaper (Please identify) \_\_\_\_\_

Trade Association (Please identify) \_\_\_\_\_

Waste Hauler/Recycler (Please identify) \_\_\_\_\_

Another CIWMB Program (Please identify) \_\_\_\_\_

Other \_\_\_\_\_

# Application Package Cover Sheet (Detach and Complete Both Sides)

Please circle the business type that best applies to your organization.

Agriculture  
Biotechnology  
Construction  
Consulting  
Dry Cleaners  
Education  
Electrical  
Manufacturing—Aerospace  
Manufacturing—Automotive  
Manufacturing—Chemicals  
Manufacturing—Clothing  
Manufacturing—Computers  
Manufacturing—Electronics  
Manufacturing—Food/Beverage  
Manufacturing—Furniture  
Manufacturing—Instruments  
Manufacturing—Lumber  
Manufacturing—Medical  
Manufacturing—Metal  
Manufacturing—Miscellaneous  
Manufacturing—Musical  
Manufacturing—Paper

Manufacturing—Petroleum  
Manufacturing—Plastic  
Manufacturing—Printing  
Manufacturing—Self-Care  
Product  
Manufacturing—Stone  
Manufacturing—Transportation  
Museum  
Newspaper  
Packaging  
Retail—Food  
Retail—Merchandise  
Retail—Miscellaneous  
Services—Amusement/Recreation  
Services—Animal  
Services—Automotive  
Services—Business  
Services—Communications  
Services—Distribution  
Services—Engineering

Services—Financial/Insurance  
Real Estate/Legal  
Services—Food/Beverage  
Services—Health  
Services—Landscape  
Services—Lodging  
Services—Miscellaneous  
Services—Nonprofit  
Services—Personal  
Services—Photo  
Services—Plumbing  
Services—Property Management  
Services—Public  
Services—Recycling  
Services—Repair  
Services—Supplies  
Transportation  
Utility  
Other, please specify: \_\_\_\_\_

If selected as a WRAP 2003 award winner, would your organization be receptive to additional media attention? Yes \_\_\_\_\_ No \_\_\_\_\_

## Required Elements Checklist

- ✓ Detach and submit the Application Package Cover Sheet.
- ✓ Submit your written Environmental Policy (Question # 1).
- ✓ Submit an Organizational Media Profile (Question # 30).
- ✓ Sign and certify your application.
- ✓ Respond to **ALL** questions.
- ✓ Attach additional information, as necessary, to answer questions.
- ✓ Photocopy the application for your records.

## Applicant Certification

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Authorized Business Signature (**REQUIRED**) \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Preparer Signature (**REQUIRED**, IF other than Business Representative) \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## Return your COMPLETED application to:

Waste Reduction Awards Program (WRAP)  
California Integrated Waste Management Board  
P.O. Box 71  
Sacramento, CA 95812-0071

**REMEMBER:** Completely respond to all questions. If you believe a question does NOT apply to your organization, you must provide an explanation as to why it is not applicable.

Detach Here



## WRAP 2003 Application Questions

Please respond to all the following questions on **separate** paper, using as much space as necessary to completely answer each question. Clearly label each response with a number and/or letters as appropriate.

### Environmental Program and Employee Education Information

#### Environmental Policy Statement (REQUIRED ELEMENT)

1. Provide your organization's Environmental Policy as an attachment to this application, even if you have submitted an environmental policy with previous WRAP applications. **NOTE: This is REQUIRED for all WRAP applicants.**

Note: If your organization does NOT currently have an Environmental Policy, you may develop and adopt one during this application period. Please refer to the WRAP Resource Guide on the WRAP Web site at [www.ciwmb.ca.gov/WRAP/](http://www.ciwmb.ca.gov/WRAP/) for suggestions on environmental policies.

2. If your organization is a previous winner, describe how your waste reduction programs have improved since you last received a WRAP award.
3. Who has your organization designated to coordinate your waste reduction programs and what are their responsibilities within your organization?
4. How does your organization provide training for new employees and provide updates to existing employees regarding your waste reduction programs?
5. What incentives and/or encouragement does your organization provide for employees to improve your organization's waste reduction systems?

### Working Towards Zero Waste

#### Waste Characterization and Quantification

6. A waste evaluation or waste assessment is a detailed analysis of your business operations. It includes information on the types of waste materials that are generated, how much of each material is generated, which operations generate the materials, and recommendations on how to reduce waste. Have you completed a waste evaluation or a waste assessment at your organization? If yes, please attach that information to the application response documents.
7. In responding to all parts of this question (A through D), please estimate the types and amount of waste your organization produces (excluding hazardous waste). This includes both materials reduced or recovered for recycling/reuse and materials that continue to be disposed. To obtain more detailed information, this can be determined by a simple visual survey, or by sorting, weighing, and measuring the volume of all the materials.

**A.** Please identify the top ten (10) material types that your organization generates for which you have made efforts to reduce, reuse, and/or recycle. To the extent possible, identify what portion of your organization's operation produces these materials and describe how your organization manages these materials. Please visit the WRAP Resource Guide on the WRAP Web site for suggestions on the material categories you might want to consider when responding to this question.

#### Example:

##### **7A:**

1. Grass and shrubbery trimmings from maintaining the grounds are sent to a local composter.
2. Cardboard packaging generated from receiving cleaning supplies is baled and recycled.
3. Newspapers generated by guests are first offered for reuse and then collected for recycling.
4. etc...

**B.** Please list and quantify (in pounds or tons) the top three (3) material types that continue to be disposed by your organization **annually**. To the extent possible, identify what portion of your organization's operation produces these materials.

**Example:**

**7B:**

1. Approximately 2 tons of food-contaminated mixed paper is generated from our outdoor event catering operation.
2. Approximately 0.5 tons of plastic plates and cutlery are generated from our outdoor event catering operation.
3. etc...

**C.** Please estimate the total amount (**in pounds or tons**) of material that your organization has been able to divert from disposal **over the course of the past year** through prevention, reuse, and recycling efforts. Please provide a date range.

**Example:**

**7C:** Between April 2002 and April 2003, Widgets, Inc., diverted a total of 23 tons of materials from disposal.

**D.** Please estimate the amount of money saved by your organization over the past year through the waste reduction efforts it practices.

**Example:**

**7D:** Between April 2002 and April 2003, Widgets, Inc., saved an estimated \$50,000 through waste reduction efforts.

### General Waste Prevention

8. Describe the incentives and/or encouragement your organization provides to employees and/or customers to minimize the use of disposable products.
9. Describe how your organization reduces unnecessary paper consumption. What tools or technologies does it use to accomplish this? How does your organization extend the useful life of the paper that it does use?
10. In addition to recycling, many organizations avoid unnecessary disposal by donating surplus, excess, or by-product materials. Describe how your organization participates in reuse activities, as distinct from recycling, to reduce the amount of material disposed.

### Landscape Waste Reduction

11. Landscaping wastes (grass clippings, leaves, trimmings, etc.) are often a substantial, yet hidden, portion of an organization's waste stream since they are generated outside the facility. What steps has your organization taken to reduce the amount of landscaping waste generated from its facility, whether or not you manage your own landscaping activities?

### Food Waste Reduction

12. Unless your organization is a food and beverage manufacturer or retailer, you might not think much about food waste. However, cafeteria operations, employee lunches, special on-site functions, etc. can generate food waste. Please describe how your organization is managing wasted food. For example, if your organization is a grocer, restaurant, or food processor, what steps has your organization taken to reduce the amount of food wasted in the production or retail process? If your organization operates or hosts an on-site cafeteria or restaurant, how is surplus food or food waste from those operations minimized or managed? Please describe any other techniques your organization uses to reduce waste associated with the preparation, distribution, retailing, or consumption of food.

**REMEMBER:** Completely respond to all questions. If you believe a question does **NOT** apply to your organization, you must provide an explanation as to why it is not applicable.



## Electronic Waste Management

13. How does your organization manage electronic equipment when it is time to discard or replace it? Please describe the type of service or organization that handles your discards and what is done with that equipment. For example, does your organization trade in old equipment when they buy new products? Do they donate to a nonprofit organization? Do they send materials to a scrap dealer? Please address all of the following equipment types as applicable:

Computers	Fax machines
Computer monitors	Printers
Copiers	Other

## Other Special Wastes

14. **i** Company cars and vehicle fleets can be hidden generators of solid waste and other special wastes—everything from tires and trim to fluids and filters. What consideration does your organization give to managing the vehicles it uses in a more environmentally sound manner?

## REMEMBER ... REDUCING WASTE CAN INCREASE PROFITS!

For helpful information on waste reduction programs, visit the California Integrated Waste Management Board Web site at [www.ciwmb.ca.gov](http://www.ciwmb.ca.gov).

## Closing the Loop: A WRAP-Winning Business Buys Recycled

15. Which materials or products made with postconsumer recycled content does your organization purchase and use? Please identify the brand and/or manufacturer name, if possible. Possible categories include: compost, mulch and landscaping products; construction, building and furnishing materials; paper products such as office supplies, janitorial products, and packaging; tires and tire-derived products, and lubricating oils, plus many others.
16. Has your organization adopted a recycled-content purchasing policy or environmentally preferable procurement policy? If so, please attach a copy of the policy to your application package.
17. If your organization uses recycled-content material or feedstock to manufacture its products, please provide information regarding those products.

**REMEMBER: Completely respond to all questions. If you believe a question does NOT apply to your organization, you must provide an explanation as to why it is not applicable.**

## Packaging

18. In addition to recycling packaging material, what steps has your organization taken to reduce, eliminate, or return the packaging that accompanies products received by your organization?
19. What steps has your organization taken to reduce, eliminate, or take back the packaging that accompanies products sold or distributed by your organization?
20. What steps has your organization taken to maximize the use of postconsumer recycled-content material in any packaging it uses (for example, plastic bags, paper sacks, wrappings, cushioning (peanuts), boxes, containers, etc.)?

## Sustainability

21. **i** In the past year, what steps has your organization taken to reduce energy consumption? Can you quantify any savings?
22. **i** If your organization has recently expanded its facilities or engaged in new construction, or is planning to do so soon, what consideration has been given to “sustainable” or “green building” practices?

23. **i** The concept of “product stewardship” has increasingly been the focus of consideration as a means to provide a framework (funding, responsibilities, etc.) for managing products and materials at the end of their useful life. How has your organization applied the concept of “product stewardship” to the products it produces or sells, or the services it provides? (Please visit the WRAP Resource Guide Web site at [www.ciwmb.ca.gov/WRAP/](http://www.ciwmb.ca.gov/WRAP/) for more information about product stewardship.)
24. **i** Has your organization adopted an environmental justice policy? If so, please describe it. (Please visit the WRAP Resource Guide at [www.ciwmb.ca.gov/WRAP/](http://www.ciwmb.ca.gov/WRAP/) for more information about environmental justice.)

## Other General Program Information

25. Please provide any additional supporting information about your waste reduction program(s) that you believe is critical to our understanding of your achievements.
26. How has your organization shared information about its waste reduction activities with others outside of your own business; for example, neighboring organizations, business associations, local government staff, your customers, etc.?
27. How does your organization plan to improve its waste reduction programs in the coming year?
28. If you are a previous WRAP winner, please describe how you have been able to use the WRAP logo or WRAP winner certificate for your organization’s benefit. **If possible, attach a sample with your WRAP application documents.** Potential uses include: in your advertising, on your organization’s letterhead, in a newsletter, on your packaging materials, on your manufactured product, or on your Web site.
29. So that we can better tailor the program to benefit all participants, please briefly describe the value of participating in the WRAP program. How does your organization benefit (or hope to benefit) from the program?

## Organizational Media Profile (REQUIRED ELEMENT)

30. So that we can promote WRAP winners to the media with as much enthusiasm as possible, please develop an accomplishment profile according to the format below. Consider the information that you have compiled to answer the foregoing question in this application. **NOTE: This is REQUIRED for all WRAP applicants. However, please do not disclose proprietary information.**

**Write ONE complete paragraph containing four or five sentences that answer the following questions:**

- What does your organization do?
- What are your most unique or successful waste reduction or recycling activities?
- How much waste has your organization diverted? Provide a weight measurement in pounds or tons.
- What are the cost savings to your organization in the past year?

Use an appropriate writing style. Please keep your sentences clear and concise. Write your profile in the **THIRD person** since the media reports from the **THIRD person** point of view. Example: “The Manufacturing Company recycles” rather than “We recycle.”

Make it newsworthy! Highlight unusual or interesting practices that make your organization stand out. Tell the public and the media what is interesting about your program(s). Include numbers regarding cost savings and waste reduced.

**EXAMPLE PROFILE:** *The Manufacturing Company is a medium—sized company that manufactures products for the home and workplace. Whenever possible, The Manufacturing Company donates surplus equipment and materials to nonprofit organizations and schools, and has instituted a packaging return network that recovers reusable distribution packaging for continued use. In 2002, The Manufacturing Company reduced waste destined to be landfilled by 65 tons and saved more than \$150,000 by redesigning packaging, modifying the manufacturing process to use fewer materials, reusing surplus supplies and equipment, and selling recyclable materials such as waste paper and scrap metals.*

**REMEMBER: Completely respond to all questions. If you believe a question does NOT apply to your organization, you must provide an explanation as to why it is not applicable.**

### *About the Integrated Waste Management Board*

The passage of landmark State legislation in 1989 and 1990, known as the Integrated Waste Management Act (IWMA), created a whole new waste management philosophy in California. Based on the principles of integrated waste management, the IWMA emphasized conservation of natural resources through a hierarchy of management methods to reduce, reuse, and recycle solid waste. The full-time Integrated Waste Management Board was established in 1990 within the California Environmental Protection Agency to provide effective and coordinated management of the state's solid waste. The Board is vested with policy-making and regulatory authority to reduce the quantity of waste generated and disposed in landfills, and to ensure compliance with environmental regulations. It is composed of representatives appointed by both the Legislative and Executive branches of State government—a cooperative partnership to develop a forward-looking solid waste management system.

*State of California*

**Gray Davis**

Governor

**Winston H. Hickox**

**Secretary, California Environmental Protection Agency**

*Integrated Waste Management Board*

**Linda Moulton-Patterson**

Board Chair

**José Medina**

Board Vice Chair

**Steven R. Jones**

Board Member

**Michael Paparian**

Board Member

**Cheryl Peace**

Board Member

**Carl Washington**

Board Member

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**Mark Leary**

Executive Director

Waste Reduction Awards Program (WRAP)  
California Integrated Waste Management Board  
P.O. Box 71  
Sacramento, CA 95812-0071

**Please mail the Application Package Cover Sheet with the completed application, and other accompanying documentation, to:**

Waste Reduction Awards Program (WRAP)  
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Sacramento, CA 95812-0071

**Completed applications must be postmarked by June 30, 2003.** Although first-class mail is generally reliable, to ensure delivery of your WRAP application before the deadline, send it via certified mail with return receipt requested or by courier. CIWMB will strictly adhere to the deadline.

Did you...

- Detach and submit the Application Package Cover Sheet?
- Submit your written Environmental Policy (Question # 1)?
- Submit an Organizational Media Profile (Question # 30)?
- Attach additional information, as necessary, to answer questions?
- Sign and certify your application?
- Respond to **ALL** questions?
- Photocopy the application for your records?

The CIWMB does not discriminate on the basis of disability in access to its programs. Persons with hearing impairments can reach CIWMB through the California Relay Service at 1-800-735-2929 (TDD phone) and 1-800-735-2922 (voice).